



RFP NO.
S88-T32684

WORKERS' COMPENSATION LEGAL REPRESENTATION SERVICES FOR LEGAL DEPT.

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Sylvester Turner
Mayor

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Hire Houston First Application for Service Contracts

Hire Houston First (HHF) is a policy implemented by the City of Houston to award contracts to local companies over non-local companies at the time of contract award if they meet the following criteria:

- If contract value is \$100,000 or greater, then contract is awarded to local business that is within 3% of the lowest bid.
- If contract value is under \$100,000, then contract is awarded to local business that is within 5% of the lowest bid.



Hire Houston First

Application on Contracts for the Purchase of Goods

Hire Houston First (HHF) is a policy implemented by the City of Houston to award contracts to local companies over non-local companies at the time of contract award if they meet the following criteria:

- If contract value is \$100,000 or greater, then contract is awarded to city business that is within 3% of lowest bid received by the city from a bidder who is not a city business.
- If contract value is under \$100,000, then contract is awarded to city business that is within 5% of lowest bid received by the city from a bidder who is not a city business.



Pay or Play Program (POP)

Developed to address the needs of the uninsured in the Houston area by Executive Order 1-7, certain contractors are required to either:

- Pay: Contribute a designated amount to be used to offset the costs of providing healthcare to uninsured people in the Houston/Harris County area.
- Play: Provide certain employees a minimum level of healthcare benefits.

Funds collected as a result of POP are placed in a Contractor Responsibility Fund that provides healthcare services to uninsured individuals in the Greater Houston area.



MWBE GOALS

This contract is being advertised with a 10 % MWBE goal. The successful proposer will need to provide the City with a list of the firms they will utilize to meet the listed goal.

You should provide to the City the certified company's name, the work they will perform on the project, and the % of the MWBE goal for which they will be utilized if the contract is awarded.



MWBE Participation Plan

EXHIBIT ____
 ATTACHMENT ____
 MWBE PARTICIPATION PLAN/GOOD FAITH EFFORTS - CONTINUED

Date:	
Bid Number:	
Formal Bid Title:	

Name of Certified MWBE **	Street Address, City, State, Zip Code, Tel # & Email	Certification Type {✓}		NAICS Code (6 Digits)	Description of Work (Scope of Work)	% of Participation
		MBE	WBE			
USE THIS LINE FOR PRIME LEVEL CREDIT ONLY. CREDIT MUST NOT EXCEED 50% OF THE ADVERTISED GOAL.						

TOTAL	\$
MWBE PARTICIPATION AMOUNT	\$
TOTAL BID AMOUNT	\$

- Captures the MWBE participation that the Proposer commits to achieve for the contract.
- Used for determining whether Proposer has a plan to meet the goal.



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Certified Firm Directory

You can locate certified firms utilizing the Online
MWSDBE / PDDBE Directory.

The Directory can be accessed from the Office of
Business Opportunity's website under "Certifications."

<https://houston.mwdbe.com/FrontEnd/searchcertifieddirectory.asp>



Prime and Subcontractor Participation for MWBE Credit

MWBE Primes may utilize a portion of their self-performance to meet up to 50% of the total advertised goal.

Goal credit contractors only receive goal credit for work they perform in which they are performing a commercially useful function (CUF).

Credit for work subcontracted by a goal credit MWBE firm to a non-certified firm (2nd tier subcontractor) will not count towards the MWSBE goal.

Credit for work subcontracted by a goal credit MWBE firm to another certified firm may not be counted if, after award, they do not perform a CUF.



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Good Faith Efforts

If you are unable to meet the goal fully then you can submit to the City your efforts to meet the goal and ask that your “Good Faith Efforts” be evaluated. If you are using this option, then we ask that you start documenting all the things your company did to find MWBE participation and the results of your search so that your efforts can be evaluated.

A copy of the Good Faith Efforts Policy can be found on the Office of Business Opportunity's website:
https://www.houstontx.gov/obo/contract_compliance.html



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Final Questions

If there are any questions not answered, please put them in writing and electronically submit them to the Strategic Procurement Division's designated Representative, Adeola Otukoya via email to adeola.otukoya@houstontx.gov, no later than 10:00 a.m., April 7, 2023.

Responses will be posted under the solicitation file as a Letter(s) of Clarification, prior to the solicitation due date.



Thank You.

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